

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Small PHA Plan Update
Annual Plan for Fiscal Year: **2003**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Housing Authority of Lancaster

PHA Number: KY052

PHA Fiscal Year Beginning: (mm/yyyy) 01/2003

PHA Plan Contact Information:

Name: Lisa Phelps

Phone: 859-792-3813

TDD: 1-800-648-6056

Email (if available) housing@kih.net

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

Main administrative office of the PHA

PHA development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

Main administrative office of the PHA

PHA development management offices

Main administrative office of the local, county or State government

Public library

PHA website

Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

Main business office of the PHA

PHA development management offices

Other (list below)

PHA Programs Administered:

Public Housing and Section 8

Section 8 Only

Public Housing Only

Annual PHA Plan**Fiscal Year 2003**

[24 CFR Part 903.7]

i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

	<u>Contents</u>	<u>Page #</u>
Annual Plan		
i. Executive Summary (optional)		2
ii. Annual Plan Information		1
ii. Table of Contents		1
1. Description of Policy and Program Changes for the Upcoming Fiscal Year		2
ii. Capital Improvement Needs		2
3. Demolition and Disposition		2-3
3. Homeownership: Voucher Homeownership Program		3
3. Crime and Safety: PHDEP Plan		4
3. Other Information:		
Resident Advisory Board Consultation Process		4
Statement of Consistency with Consolidated Plan	5	
Criteria for Substantial Deviations and Significant Amendments	5-6	
Attachments		
Attachment <u>A</u> : Supporting Documents Available for Review		7-9
Attachment <u>B</u> : Capital Fund Program Annual Statement		10-12
Attachment <u>C</u> : Capital Fund Program 5 Year Action Plan		13-15
Attachment <u> </u> : Capital Fund Program Replacement Housing Factor annual Statement		
Attachment <u>D</u> : Public Housing Drug Elimination Program (PHDEP) Plan	16-22	
Attachment <u>E</u> : Resident Membership on PHA Board or Governing Body	23	
Attachment <u>F</u> : Membership of Resident Advisory Board or Boards	24	
Attachment <u>G</u> : Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)	25	
Other (List below, providing each attachment name)		
Trespassing Policy		26
Deconcentration and Income Mixing Analysis Status and Voluntary Conversion Required Initial Assissment Status are attached.		

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

Not required

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

New trespassing policy adopted in 2002.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ 116,307

C. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment C

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition Disposition

3. Application status (select one)

NOT REQUIRED

Approved

Submitted, pending approval
Planned application

4. Date application approved, submitted, or planned for submission: (DD/MM/YY)

5. Number of units affected:

6. Coverage of action (select one)

Part of the development
Total development

7. Relocation resources (select all that apply)

Section 8 for units
Public housing for units
Preference for admission to other public housing or section 8
Other housing for units (describe below)

8. Timeline for activity:

- a. Actual or projected start date of activity:
- b. Actual or projected start date of relocation activities:
- c. Projected end date of activity:

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

- A. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

B. Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources

Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$

C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.

D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are Attached at Attachment G.

3. In what manner did the PHA address those comments? (select all that apply)

The PHA changed portions of the PHA Plan in response to comments

A list of these changes is included

Yes No: below or

Yes No: at the end of the RAB Comments in Attachment _____.

Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in Attachment G.

Other: (list below)

B. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Commonwealth of Kentucky

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

Other: (list below)

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan of Kentucky and the PHA Plan concur in the objective of preservation of housing units through modernization allowing the production of safe, decent and affordable housing for low income renter household through sound management efforts.

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

A. Substantial Deviation from the 5-year Plan:

The Housing Authority of Lancaster defines “substantial deviation” as a change in the capital budget and/or 5-Year Plan of 50% or more of non-emergency work items or any policy changes which would require resubmission of an updated Plan.

The Housing Authority of Lancaster made no substantial deviations from the 5-Year Plan Policy as outlined in the 2000 Agency Plan submitted to HUD.

B. Significant Amendment or Modification to the Annual Plan:

The Housing Authority of Lancaster will consider the following actions to be significant amendments or modifications:

- Changes to rent or admissions policies or organization of the waiting list with the exemption of HUD mandated changes in these policies.
- Addition of non-emergency work items in the amount of 50% of the capital budget (items not included in the current Annual Statement or 5-Year

Action Plan).

The Housing Authority of Lancaster has not made significant amendments or modifications to the annual Plan except those that are adopted to reflect changes in HUD regulatory requirements.

Attachment A

Supporting Documents Available for Review

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate row. All documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies

	Any policy governing occupancy of Police Officers in Public Housing check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing § 504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (section of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency

	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) check here if included in the public housing A & O Policy	Pet Policy

X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) Voluntary Conversion Initial Assessment	(specify as needed) Attachment I

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of Lancaster		Grant Type and Number Capital Fund Program: KY36P052-501(03) Capital Fund Program Replacement Housing Factor Grant No:		Federal FY of Grant: 2003	
Original Annual Statement Performance and Evaluation Report for Period Ending:		Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	23,000			
4	1410 Administration	1,000			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	16,400			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	67,907			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	8,000			

14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	116,307			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Housing Authority of Lancaster		Grant Type and Number Capital Fund Program # KY36P052-501(03) Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	Administrative Salary	1408		13,000				
PHA-WIDE	Modernization Improvements Mechanic	1408		10,000				
PHA-WIDE	Advertising	1410		1,000				
PHA-WIDE	Agency Plan Revisions	1430		2,000				
PHA-WIDE	A/E Fees	1430		7,200				
PHA-WIDE	M/C Fees	1430		7,200				
PHA-WIDE	Paint Dwelling Units	1460		14,400				
PHA-WIDE	Kitchen Upgrades	1460		34,307				
PHA-WIDE	Flooring	1460		19,200				
PHA-WIDE	Stove & Refrigators	1475		8,000				
PROGRAM TOTAL				116,304				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Housing Authority of Lancaster		Grant Type and Number Capital Fund Program #: KY36P052-501(03) Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
PHA-WIDE	9/31/05			03/31/07			

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Housing Authority of Lancaster		Original 5-Year Plan Revision No: 1			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007
	Annual Statement				
KY052-001		44,200	32,275		
KY052-002		31,707		8,000	51,400
HA-WIDE		40,400	83,725	108,000	64,600

CFP Funds Listed for 5-year planning		116,307	116,000	116,000	116,000
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>3</u> FFY Grant: 2004 PHA FY: 2004			Activities for Year: <u>4</u> FFY Grant: 2005 PHA FY: 2005		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
An	HA-WIDE	<i>Picnic Shelter</i>	8,200	HA-WIDE	<i>Interior Doors</i>	34,825
Statement		Security Lighting	7,500		<i>Paint</i>	3,500
		Landscaping	15,707		Water Heaters	5,000
		Paint	18,000			
		Stoves & Ref.	19,000	KY052-001	Kitchen Upgrade	32,275
		Lights Interior	7,500			
		Admin./Adv./upgrade	40,400	HA-WIDE	Adm./Adv./upgrade	40,400
Total CFP Estimated Cost			\$116,307			\$116,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2006 PHA FY: 2006			Activities for Year: <u>5</u> FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
KY052-002	<i>Playground</i>	8,000	KY052-002	<i>Storage Building</i>	51,400

<i>HA-WIDE</i>	Adm/Adv/updte/upgrade	40,400	<i>HA-WIDE</i>	<i>Adm/adv/updte/offi ce</i>	40,400
	Security Lighting	8,000		Landscaping	8,200
	Paint	19,200		Paint	6,000
	Flooring	14,400		Stove & Ref.	5,000
	Kitchen Upgrade	18,000		Energy Audit	5,000
Total CFP Estimated Cost		\$116,000			\$116,000

Required Attachment E: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires):

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Billy C. Moss, Mayor of Lancaster

Required Attachment F: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Betty Wilkerson, President
Lisa Carpenter
Lucille Ballard
Connie Davidson
Rachael Kirkpartick

Required Attachment G: Comments of Resident Advisory Board or

Boards & Explanation of PHA Response:

COMMENTS	PHA RESPONSE
New Sidewalks	PHA has plan for replacement, with city reimbusement to be 3 to 5 year plan
Fence around property	PHA has plans to research request
Speed Bumps	PHA has requested to city replacement
Shut off Marksbury to one way street	PHA will research/ request to mayor
Automatic phone system for callins	PHA willing to implement
Paint Railings & Clothes lines	PHA will instruct maintenance to add to plan
Kitchen upgrade	PHA has in five year plan to upgrade
Storage Units	PHA will have to reject this request until funding is available, maybe 2004
Playground	PHA is researching equipment
Stoves	PHA has plans to replace 5 to 10 each year with the oldest replaced first
Refigators	PHA has plans to replace 5 to 10 each year with the oldest replaced first
Water lines	PHA has begun replacement on marksbury, Kinnaird, plans for tinder in process
Motion Lights on back of units	PHA will not place lights currently but will research for later installation (2004)
Turn around spot on Tinder	PHA will research
Purchase of adjoining property	PHA is researching possible purchase for assisted living or playground
Screen Doors	PHA will not replace glass with screen, a plan will be issued to tenants on installation of screen (at tenants request & cost)

**Required Attachment H: Component 3, (6) Deconcentration and
Income Mixing**

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

**Required Attachment I: Component 10(B) Voluntary Conversion
And Initial Assissments**

A. How many of the PHA's developments are subject to the Required Initial Assessments?
TWO

B. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions?
NONE

C. How many Assessments were conducted for the PHA's covered developments?

D. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

The assessment concluded that the property is in excellent condition and the rental rate is high; therefore the units should continue as public housing. The conversion of developments from public housing stock is inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

CRIMINAL TRESPASS POLICY OF THE Housing Authority of Lancaster

The Housing Authority of Lancaster, hereinafter referred to as the "Authority", is aware of the problem its residents and Authority face with the unwanted presence of persons on, in or about the property of the

Authority Recognizing the seriousness of illegal drug activity as well as other criminal activity, the Authority adopts the following policy in an effort to enhance the safety, health and well being of its residents and its property. The goal of the following policy is to reduce criminal activity involving drugs and other activity which threatens the peace and tranquility desired for public housing and its residents. The following policy is to be implemented and carried out under the laws of the State of Kentucky and the municipality.

- A. The Authority shall cause a verbal or written warning to be issued to any non-resident who either has no legal right to be on the property of the Authority, or is not an invited guest of a resident. Said warning shall state that such persons shall not come on any property belonging to the Authority for the time periods described below under penalty of being prosecuted for criminal trespass under law. Such warning shall be given to non-residents who:
1. Engage in or has had a verbal or physical confrontation with law enforcement personnel, residents, guests, or Authority personnel on the property of the Authority, in which no criminal activity occurred; Six months;
 2. Engage in criminal activity on housing authority property which is non-violent in nature, and which causes no physical injury to another person; one year;
 3. Engage in criminal activity on housing authority property in which a deadly weapon was used or threatened to be used, or which activity resulted in physical injury to any person, three years;
- Any person who has been involved in or suspected of being involved in drug related activity on the property of the Authority; three years.
4. Have been involved in any criminal or other activity that occurred on the property of the Authority which interferes with the quiet and peaceful enjoyment of the residents; Six months to three years, depending upon the circumstances and guidelines above.
 5. Damage the property of the Authority; one year.
- B. The warning shall be issued to such person or persons by a designated employee(s) of the Authority. A copy of the warning as issued, shall be filed with Executive Director of the Authority or other appropriated officials of the Authority.
- C. Any person who has received a warning to leave the property under the provisions of this policy and who returns to the Authority property within six (6) months of the date the warning was issued, shall be subject to arrest for criminal trespass as provided for in Section 13A-7-1(4), Code of Kentucky, and under the laws of the municipality.

- D. Any person who returns to the property of the housing Authority and who is found to be on said premises, shall have the times enumerated herein extended to a term up to twice the original term or expiration of the notice issued by the Housing Authority.

The Housing Authority of Lancaster
RESOLUTION AND POLICY OF MAINTAINING
PEACE, SAFETY, AND DRUG-FREE CONDITIONS
ON ITS PROPERTIES
RESOLUTION NO. 101

The following Resolution was introduced by Commissioner Cecil Dunn, read in full and considered.

BE IT RESOLVED by the Board of Commissioners of The Housing Authority of Lancaster as follows:

WHEREAS, The Housing Authority of Lancaster (hereinafter called “Housing Authority”) and its residents have been beleaguered with non-residents criminally trespassing on Housing Authority property; and

WHEREAS, The Housing Authority desires to adopt and implement a policy which will help to eliminate criminal trespassing on the property of the Housing Authority and allow Housing Authority officials and law enforcement officers to cite, for and/or arrest persons found criminally trespassing on Housing Authority properties; and

WHEREAS, such a policy is consistent with the goals of the Housing Authority to improve the quality of life for its residents; and

WHEREAS, the Housing Authority wishes to enhance the safety and well being of its residents and property, especially to reduce criminal activity involving drugs and other activity which threatens the peace and tranquility desired for public housing;

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Commissioners of The Housing Authority of Lancaster that persons who are criminally trespassing upon properties of the Housing Authority of Lancaster shall be cited for, and/or arrested as it is appropriate under the law and in accordance with the Criminal Trespassing Policy of the Housing Authority which is attached hereto, and which is hereby approved and adopted by the Housing Authority.

Commissioner Randell Carrier MOVED that the foregoing resolution be adopted as introduced and read, which motion was seconded by Commissioner Carolyn Whittaker, after discussion and upon roll call vote the “ayes” and “nays” were as follows:

Ayes: 4

Nays: 0

Absent: 1

The Chairman thereupon declared said motion carried and said Resolution adopted the sixth day of August, 2002.

TRESPASS NOTICE PROCEDURES

I. Purpose

To provide a uniform written policy concerning certain criteria to be met before any person is charged with criminal trespassing on The Housing Authority of Lancaster property.

II. Procedure

It is the policy of The Housing Authority of Lancaster for persons to be charged with criminal trespassing in The Housing Authority of Lancaster communities when such persons meet certain criteria as follows:

- A. A person to be charged with criminal trespassing must have knowingly entered or remained unlawfully upon the premises of the Authority and committed an offense such as:
 - 1. Engage in or has had a verbal or physical confrontation with law enforcement personnel or Authority personnel on the property of the Authority;
 - 2. Have been involved in or suspected of being involved in drug related activity on the property of the Authority;
 - 3. Have been involved in any violence or threats of violence against any person while on the property of the Authority,
 - 4. Have been involved in any criminal or other activity that occurred on the property of the Authority which interferes with the quiet and peaceful enjoyment of the residents;
 - 5. Damage the property of the Authority.
- B. The person charged with criminal trespass should first have the written notice attached hereto served on him by hand delivery or by certified mail, return receipt requested. The notice will have the issuing person's signature and be witnessed with the date and time of issuance on the notice. A short comments shall be included describing the reasons and circumstances surrounding the cause of the notice being issued.
- C. The person will be requested to acknowledge receipt of the notice by his or her signature on the notice. If the person refuses to sign the notice, the issuing person shall write "Refused to Sign" on the place designated for the signature. The receipt from the post office showing delivery shall be sufficient for proof of service. Should the person refuse to accept the certified mail, then the Housing Authority shall mail the notice by first class mail to the address of the person, and shall notate upon the notice the time of mailing.
- D. If possible, a picture of the person shall be made for inclusion in the file for future reference.
- E. A copy of the notice, picture, and related documents shall be maintained by the Housing Authority. The names of persons receiving the trespass notice shall be supplied to the local law enforcement agencies for use in their official capacities.
- F. The date of expiration of the notice shall be written on the form. Should the person being served the notice desire to discuss the reasons or circumstances surrounding the notice and the trespass procedure with the director or designated person, application shall be made by the person in writing, and the director or designated person shall schedule a meeting with the person. The Housing Authority shall notify the person in writing of the date and time of the meeting, and the person shall use this notice as permission to be on housing property on said date and time for the meeting. After discussion, the Housing Authority shall have the authority to continue the notice, shorten the notice, or make such decisions relating to the circumstances which shall be equitable, when considering all of the factors involved. No change in the term of the notice shall be made without adequate reason, properly notated, and signed by the parties involved. Any changes shall be given to the local law enforcement agencies.
- G. During the term of the trespass notice, the Housing Authority shall have the authority, under special circumstances and pursuant to the written application of the person as described above, to give written special permission for the person to be on Housing Authority property

at a particular time and for a particular purpose. Said permission shall only apply for the specific purposes and for the specific times in the letter. Said special permission shall not constitute a waiver of the provisions of the original notice, except for the specific terms and conditions of the special permission letter in this paragraph. Said letter shall be in the possession of the person while he is on Housing Authority property, and shall be produced upon demand by an employee or law enforcement officer. If the person fails to produce said letter, he shall be deemed to be in violation of the original trespass notice.

Written Notice of Trespassing

Lancaster Housing Authority

Date:	Time:
Location:	
Name:	Address:
DOB:	SSAN:

NOTICE

BE INFORMED THAT YOU ARE TRESPASSING ON PROPERTY OWNED BY THE HOUSING AUTHORITY OF THE CITY OF LANCASTER AND UPON WHICH YOU HAVE NO LEGAL RIGHT TO ENTER OR REMAIN.

Comments:

YOU ARE HEREBY ORDERED TO LEAVE AND VACATE THIS PROPERTY AT ONCE, AND YOU ARE FURTHER ORDERED TO REMAIN OFF OF THIS PROPERTY, AND THE HOUSING AUTHORITY PROPERTIES LOCATED AT:

AND ANY AND ALL OTHER PROPERTIES OWNED BY THE HOUSING AUTHORITY OF LANCASTER, KENTUCKY. IF YOU RETURN TO THE AFOREMENTIONED PROPERTY, YOU WILL BE ARRESTED FOR VIOLATION OF THE TRESPASS LAWS OF THE STATE OF KENTUCKY AND CITY OF LANCASTER.

UNDER KENTUCKY CRIMINAL STATUE, 511.080 CRIMINAL TRESPASS, THIRD DEGREE IS A VIOLATION, PUNISHABLE UPON CONVICTION BY A FINE UP TO \$250.00.

Housing Authority By: _____

This notice expires on: _____

Proof of Service